

Delaware Volunteer Fire Service Revolving Loan Fund Calendar

April 2006	May 2006	June 2006	July 2006
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
August 2006	September 2006	October 2006	November 2006
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June 9, 2006

Application and Guidelines available

<http://www.dvfassn.com/>

<http://www.state.de.us/finance/default.shtml>

<http://www.state.de.us/treasure/default.shtml>

July 31, 2006

Application Deadline

September 1, 2006

Review and approval period ends

September 11 -16, 2006

Annual Conference

October 15

Annual Report to the Governor and co-Chairs of the Bond Bill Committee

Delaware Volunteer Fire Service Revolving Loan Fund

Program Guidelines

The Delaware Volunteer Fire Service Revolving Loan Fund was established to upgrade equipment and improve facilities that are essential to providing adequate fire, rescue, emergency medical and technical emergency response related service to Delaware communities. Loan funds are limited and are not available for equipment that has already been ordered or for the expansion of facilities including parking that has already begun except where such expansion is deemed necessary by the Delaware Council on Volunteer Fire Service.

The Delaware Council on Volunteer Fire Service (the “Council”) is comprised of the President of the Delaware Volunteer Firemen’s Association, the Chairman of the State Fire Prevention Commission, three members, one each appointed by the Presidents of the New Castle, Kent and Sussex County Firemen’s Associations, the State Treasurer and the Secretary of Finance.

The Council will approve loan applications based on the availability of funds and criteria that assess the relative needs for fire service and loan assistance throughout the State. The criteria include financial need, age and condition of existing equipment and the demographic, geographic and financial conditions of the communities served. The loan fund should not be considered an organization’s sole source of funding.

1. Who May Apply?

- 1.1. All volunteer fire, rescue and emergency medical service companies located in the State of Delaware.

2. Guidelines for Apparatus and Equipment Loans

- 2.1 The purchase of new and used apparatus will be considered, provided new and used apparatus pass all Federal, State, and/or county certifications. For all apparatus and equipment requests, applicant should include product specifications.
- 2.2 Loan funds are available to upgrade equipment and improve facilities that are essential to providing adequate fire, rescue, emergency medical and technical emergency response related service to Delaware communities and shall not be made available for equipment that has already been ordered.

2.3 Interest on all loans will be at the fixed rate of 3%. Repayment schedules will have semi-annual or annual payments. Annual payments will be due June 1st; semi-annual payments will be due June 1st and December 1st.

2.4 Suggested maximum loan amounts and terms:

	Maximum Loan	Maximum Term
Apparatus (New) Rescue, Pumpers	\$262,500 or 50% (whichever is less)	10 years
Heavy Rescue	\$450,000 or 50% (whichever is less)	10 years
Aerial Tower trucks or Quints	\$600,000 or 50% (whichever is less)	10 years
Light Duty Rescue Brush Trucks	\$90,000 or 50% (whichever is less)	5 years
Apparatus (Used)	\$60,000 or 50% (whichever is less)	5 years
Ambulances	\$90,000 or 75% (whichever is less)	5 years
Water Craft Rescue	\$45,000 or 50% (whichever is less)	5 years
Rehabilitation	\$35,000 or 50% (whichever is less)	5 years
Equipment	\$50,000 (once per 5-year period)	5 years

3. Guidelines for Facility Loans

- 3.1 Applications will be considered for establishing or renovating facilities that house fire fighting and rescue equipment, and emergency medical and technical emergency response services.
- 3.2 Proceeds of the loan shall be used only for construction and shall not be used for land acquisition, payment of fees for design, planning and preparation of application or any other cost not directly attributable to construction.
- 3.3 The applicant shall present an estimated construction cost for the project from a reliable engineering or architectural firm. A new or renovated facility must meet all requirements and codes of the Federal, State and local jurisdiction, included local firemen's association standards.

3.4 Interest on all loans will be at the fixed rate of 3%. Repayment schedules will have semi-annual or annual payments. Annual payments will be due June 1st; semi-annual payments will be due June 1st and December 1st.

3.5 Suggested maximum loan amount and terms

Facility	\$200,000 or 50% (whichever is less)	10 years
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4. Guidelines for Loan application process

- 4.1 All applications must be prepared in accordance with Delaware Council on Volunteer Fire Service guidelines. Failure to comply with Council guidelines may be cause for rejection of the application. The Council may reserve the right to correct minor errors or irregularities in the application.
- 4.2 An original application must be provided to the Council. Financial statements and proposed operating and capital budgets must be completed and provided, along with the completed application, for the two fiscal years immediately prior to the fiscal year in which the application is made.
- 4.3 Each applicant must submit IRS Form 990 for each year presented on the financial statements.
- 4.4 Applicant must submit to Council, an inventory of each applicant's equipment and fleet of vehicles.
- 4.5 Applicant must supply one original and 6 copies of the application package to the office of the **Delaware Volunteer Fireman's Association, 122A South Bradford Street, P. O. Box 1849, Dover, Delaware 19903-1849**. An application package consists of the original application and inventory list, financial statements and budgets, IRS Form 990, Company's Resolution and List of Officers and estimate and plans, if any.
- 4.6 In addition to financial statements submitted with the application, applicants must agree to supply annual financial statements as may be required.
- 4.7 A representative from the company will be required to be available and prepared to answer questions about the apparatus or facility to be financed as well as financial operations related to the applicant's company.
- 4.8 Applications are valid until December 31st of the year the application was submitted unless otherwise determined by the Council.
- 4.9 Within 12 months of the time the loan was granted, the volunteer company must submit documentation to the Council reflecting the actual expenditures of the loan proceeds.

5. Prioritization of Loan requests

- 5.1 It is the intent of the Council to manage the fund in a prudent and fiscally responsible manner and to extend loans to companies that can demonstrate the ability to repay the loan in accordance with its terms. Within that context, the priority for receiving loans will be established based on the criteria set forth below and the availability of funds.
 - 5.1.1 New vehicles and apparatus will have the highest priority followed by new equipment, renovations or rehabilitations of apparatus or equipment and facility improvements.
 - 5.1.2 Further, priority consideration will be given to those companies demonstrating the greatest need considering financial need, age and condition of existing equipment and apparatus and demographic, geographic and financial conditions of the communities served.
 - 5.1.3 The Council would also consider refinancing to prevent an event of default.

6. Loan Review and Approval Process

- 6.1 Applications must be submitted by the close of business on July 31, 2006 for funding consideration in the current year.
- 6.2 The Council shall review each loan request received from an applicant in accordance with the stated criteria.
- 6.3 Applicants will be notified of loan approvals by the Council. In addition, companies will be notified of any further requirements for loan closing.

7. Event of Default on Loans

- 7.1 The Council will follow prudent underwriting standards when considering a loan. In lieu of property and equipment liens, the Council may withhold future state funding including payments from insurance premium taxes and grant-in-aid funding.
- 7.2 Should a company be unable to make its loan payments in a timely manner, the company officers are required to notify the Council as soon as possible.